

Members Present: Tina Altenhofen, Eileen Baker, Tom Barnett, David Bauer, Tracy Brate, Angela Calhoun, Jeff Chesnut, John Gaffin, Nick Gamble, Whitney Kessinger, Katie Lovold, Larry McNickle, Gail Messmer, Sue Murphy Angel, Josh Neumeyer, Amberly Nutini, Kim Sanders, Denny Sickinger, Marilyn Taylor, Lori Thaxton, Collette Thompson, Mary Ann Trumble, Pam Wagar, Mary Beth Ward, Kimberly Wiley, Chris Witt, Robert Yelton, Carole Ziegler

Members Absent: Cindy Ash, Chris Bowling, Tiffany Budd, Matt Elrod, Ron Schulz, Doug Wells

Guests: Tiffany Freytag, Taylor Gagne, Michael Hales, Grace Hiles, Sue Hodges Moore, Geoffrey Mearns, Arnie Slaughter, Lori Southwood, Emily Sumner, Joey Yerace

- I. Call to Order – 1:04pm
- II. Approval of January 14, 2016 minutes – motion: Pam Wagar; second: Carole Ziegler (motion passed)
- III. Guests
 - A. **President Mearns, Sue Hodges Moore, & Mike Hales:** 2016-17 Budget Development Process
 1. An overview of the FY17 budget development process was provided, including the following points (see the slide presentation immediately following the minutes for detailed information):
 - a) The context of the governor’s budget recommendation, which includes a 9% cut for the next biennium (FY17 and FY18) *and* an equity adjustment for NKU of \$5.3M in FY17 and another \$5.3M in FY18. In total, the combined cut and adjustment would yield a net increase of \$6.3M in NKU’s state appropriation if enacted by the legislature.
 - b) KERS funding liability would increase from 38.77% to 48.59% in FY17 and 49.47% in FY18.
 2. In light of these proposals, the budget reduction exercise currently underway at the university was reviewed as well, including the details of revenue and expense assumptions and variable dollar impacts which could affect the projected \$5.7M deficit. The vice presidents are examining scenarios to cut 4.2% from divisional budgets, in concert with their leadership teams and units.
 3. Discussion of recurring pay increases included thoughts regarding foregoing increases in order to retain jobs (with the potential consequence that some personnel might leave without a raise, and vacancies not be filled) versus having an increase at the expense of some jobs. Lori S. noted that, based on average salaries, 1% of the compensation pool equals approximately 14 staff positions.
 4. Sue noted there will be upcoming town hall meetings to allow the campus community to provide more feedback.

5. Mike noted the new budget model will be used for funds allocation in FY17, and governance committees and recommendation procedures will be fully functional for the FY18 budget process; he also reviewed the timeline for FY18 budget development, which will begin in September 2016.
 6. Gail Messmer asked about Federal work study allocations and the funding trends over time, since the ability to employ students can help offset staff shortages; more information will be provided regarding this question at a future meeting.
 7. Jeff C. asked about the timing of data pulls related to enrollment and the new budget model, and Mike indicated Vickie Natale and Institutional Research have been working on those details; Whitney K. indicated CPE data is done on the semester drop/add census date.
 8. President Mearns also briefly described planning for future development of the property at US-27 and Nunn Drive, as well as increased campus housing capacity.
 9. Carole Z. suggested the option of voluntary furlough days as another way to save jobs; Sue said any suggestions are open for consideration at this point, since the final state budget may not be enacted until April.
- B. **Emily Sumner**, Director of Benefits: Benefits Enrollment Process & Feedback
1. Emily presented statistics for 2016 benefits enrollment, and described some of the different variables (network size, plan design, employee/employer cost share ratios, and comparison to other universities) which feed into the overall balance of benefit costs. She also reviewed trends over time in enrollment and costs.
 2. Emily described the bid process being conducted for CY 2017 coverage, which is taking place mainly because NKU has been with Humana since 2008, and it's time to examine the broader marketplace. Final selection will be completed by the end of May.
- IV. Staff Regent Report – Arnie Slaughter
- A. The next Board of Regents meeting is scheduled for March 16, 2016 in SU 104.
 - B. Arnie encouraged all of us to continue providing feedback about the budget process to administrators and governance representatives.
- V. Liaison Reports – Sue Hodges Moore & Lori Southwood
- A. Sue Hodges Moore: No additional updates beyond budget process and housing RFP.
 - B. Lori Southwood
 1. Lori addressed Lori Thaxton's question regarding whether or not increases have to be a percentage across the board, indicating that they do not – i.e., supervisors do have flexibility in deciding, within the total pool allocated to them, how to divide increases among their employees.
 2. Annual performance evaluation process takes place between now and the end of March.
 3. A.L.i.C.E. training is available the week of February 29 for employees and students, with [registration available here](#).

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4. All 2015 W-2s have been mailed; duplicate requests can begin Feb 19 and will be available weekly – requests by 3pm Thursday for pickup on Friday; Emily also noted that 1095 forms related to ACA information will be made available by end of March, but are not required for filing of taxes
 5. Regents Distinguished Service Award – nomination site linked via HR website, and paper forms are also available; categories have been eliminated, and there will be three awards selected from the pool of all eligible employees.
 6. Health Assessment signup is still open; screenings will take place Feb 23-26.
 7. Wellness has been relocated to GH 139; the breastfeeding and lactation room is now located in LA 319
 8. Employee Appreciation Week will be March 14-18, with more information available online at <http://hr.nku.edu/facstaff/appreciation.html>.
 9. Regents Distinguished Service Award nominations are open – see the award criteria and find nomination form and process information at <https://regentsaward.nku.edu/>
- VI. President's Report – Dave Bauer
- A. The FUEL food drive resulted in participation from 21 departments – Grace's desk is BURIED! The pantry is full, and items will be transferred to it as they're needed; John Gaffin said the break-in is still being investigated.
- VII. Standing Committees
- A. Benefits – Report
 - B. Constitution & Bylaws – No Report
 - C. Credentials & Elections – Report
 - D. Outreach – Report
 - E. Policies – Report
 - F. Scholarship – No Report
 - G. Technology – No Report
- VIII. University Committees
- A. Benevolent – Report
 - B. Food Service Advisory – No Report
 - C. President's Climate Commitment Task Force – No Report
 - D. Regent's Distinguished Service Award – No Report
 - E. Transportation – No Report
 - F. Wellness – Report
- IX. Ad-Hoc Committee
- A. Roundtable/Q&A – No Report

- X. Old Business
 - A. Staff Congress photo will be scheduled for the April meeting, pending Tim Sofranko's availability.
- XI. New Business
 - A. Collette Thompson – ideas for coordinated outreach/service: Collette shared ideas for creating a culture of community engagement on campus (handout included below); if you're interested in being part of a committee to further develop these ideas, or have feedback based on the draft plan, please contact her (thompsonc7@nku.edu)!
 - B. Tina A. asked if there will be an office supply swap soon – *This Week* on 2/15 indicates it will take place Friday 3/11 from 11-1:30 in SU 104, and sustainability manager Tess Phinney (phinneyt1@nku.edu) is the contact.
 - C. Sara C. asked about a broken call box in the Kenton Garage; John Gaffin indicated they are being worked on through Jeff Baker's team, but have had to be sent off campus for repairs.
- XII. Announcements
 - A. March guests: **President Mearns & Mike Hales** – update on budget development status; **Office of Institutional Research** – National Survey of Student Engagement results
- XIV. Adjournment: Motion – Tina Altenhofen; second – Chris Witt (motion passed); meeting adjourned at 2:54pm

**Benefits Committee
Meeting Minutes**

January 26, 2016

Present: Pam Wagar, Kimberly Sanders, Collette Thompson

Absent: Chris Bowling, Mary Beth Ward

Next meeting: February 23, 2016

Discussion

- We discussed the survey for the Employee Speaker Series, a draft of which follows. Comments/suggestions can be sent to Pam Wagar, wagarp1@nku.edu)
- Collette brought up the idea of possible Staff Congress service projects and coordination with other areas in NKU. She will discuss this as new business for Staff Congress to consider.

Benefits Draft Survey

The Staff Congress is looking to add a new program this Spring that will highlight the exciting efforts happening across campus. These “Lunch and Learn” type of gatherings will feature our very own NKU staff and faculty. While our Marketing and Communications Department does a wonderful job at informing us of what is happening around campus, the brevity of the messaging doesn’t allow us to delve deeply into the work. This series will. For example, it could feature someone from Advancement talking about the fundraising strategy. Or someone from Athletics talking about how our student athletes are engaged in the community. This series will allow our employees to become our best advocates and cheerleaders, both on and off-campus.

Please take a few minutes of your time to let us know your thoughts on this idea. This survey will collect information on the type of topics you would like to see us cover as well the best time and days to offer these gatherings. In advance, we would like to thank you for your time and continued commitment to our university.

1. How long should these gatherings be?
 - 30 minutes
 - 45 minutes
 - 1 hour
2. What time of the day should these be offered?
 - Morning
 - i. 8-9am

- ii. 10-11am
- iii. 11-12pm
- Afternoon
 - i. 12-1pm
 - ii. 1-2pm
 - iii. 3-4pm
- Evening
 - i. 4-5pm
 - ii. 5-6pm
 - iii. 6-7pm
 - iv. 7-8pm

Should times and days be rotated to accommodate different schedules?

3. What day of the week should these be offered?

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

4. What topics would you like for us to cover?

- ????? (provide a list to spark some ideas???)

5. Do you know someone who may have an interesting topic to present?

- Who?
- What topic?

6. Would you like to lead a session?

- Your Name
- Topic

Credentials & Elections Committee Meeting Minutes

January 20, 2016

Members Present: Tina Altenhofen, Sue Murphy Angel, Amberly Nutini, Kimberly Wiley

Next Meeting: February 17, 2016 at 3 pm in AC 105

Announcements of Committee Activities

Sue will send Nomination and Election information to Lori Thaxton of the Outreach Committee, to be included in the next newsletter

Representation Re-evaluation

According to the Staff Congress Bylaws, Article 1 – Representatives, Section 2 – Representation,

e) Representation by division shall be re-evaluated every 3 years during the budget process (November – January) as to the number of employees in the division to ensure accuracy in representation, beginning with 2003, using the following formulas: Total number of NKU staff/non-faculty divided by 30 (number of divisional seats) = ratio of employees per Staff Congress representative. Total number of employees in a division divided by the ratio = number of Staff Congress seats per division. Total divisional seats will not exceed 30.

Representative Division	Positions in Each Division
• Academic Affairs	10
• Administration & Finance	7
• Legal Affairs; Government & Campus Relations; University Advancement & Planning Policy & Budget	2
• Director	1
• Student Affairs	2
• Facilities Management	7
• Athletics	1
• At-Large	4
• Contract (One Year Term)	<u>1</u>
Total	35

Total number of staff: 865

Election Discussion:

1. The online nomination period will open 3/14/16 and close 3/25/16
 - a. The “call for nominations” announcement and advertisement will go out to qualified staff Monday February 22nd
 - b. The online election period will open 4/11/16 and close 4/22/16

**Outreach Committee
Meeting Minutes**

January 20, 2016

Present: Tracy Brate, Lori Thaxton, Maryann Trumble, Sara Conwell, Ron Schulz
Next Meeting: March 2, 2016, 10:00-11:00 a.m., Starbucks

Announcements of Committee Activities

Please, if your committee or office has any news to share with campus, send it to thaxtonl@nku.edu for inclusion in the newsletter. Thank you!

Discussion

- 1) President Mearns wanted his team to take the lead on the “Thank You” gatherings. The early morning coffee event to coincide with the bonus payment we had last November was well attended, but we haven’t heard anything about future events so Lori is going to chat with Dave and Katie to discuss getting the ball rolling again on the “Thank You” gatherings to keep moral up.
- 2) Lori got a newsletter out on January 31, 2016 and included a reminder for employees to double check their pay stubs for proper deductions and benefits. HR was very thankful of this. Lori would really appreciate any input from any other office on campus or committee for content to include in future editions, please email input to thaxtonl@nku.edu.
- 3) Tracy is close to being back at NKU full time soon and we are all happy to hear this.

**Policy Committee
Meeting Minutes**

January 27, 2016

Present: Whitney Kessinger, Josh Neumeyer, Marilyn Taylor, Carole Ziegler
Next Meeting: February 24, 2016, 2:00-3:00 p.m., MP 216

Announcements of Committee activities

None.

Discussion

Staff Regent Election Process

The committee starting reviewing the Staff Regent Election Rules and Regulations so that updates/revisions could be recommended. KRS Statute 164.321 regarding Board of Regent membership for the comprehensive universities was reviewed. The NKU employment categories were examined to try and determine the definition of “staff” and what positions might fall into that category. It was decided that Josh would talk to Lauren Franzen and Carole would talk to Dionna Sholler to try to clarify the positions that fall into the “staff category.” They will report back at the next Policy meeting.

**Benevolent Association Fundraising Committee
Meeting Minutes**

February 3, 2016

Present: Kimberly, Sheila, Carole, Millie, Margo, Erin, Emily, Lisa, Jim, Debbie, Jeanne, Mary Beth, and Katy

- I. Date and time for our Chili Cook Off—Wednesday, March 16
 - a. **Set-up and clean-up — Mary Beth** – We will begin setting up at 7:30 a.m. and if you are available at the end of the event please help clean up and move supplies back. We have to be out of the ballroom by 1:15 p.m.
 - b. **Communications/Advertising / Marketing Committee — Lisa, Erin, or Karen**—The sheet banner has been completed. Karen is trying to get a good spot to hang it from. Flyers are ready to order (40), the UC marquee and Digital sign in the student union will used to advertise the event.
 - c. **Music** —Jim Parker has everything arranged
 - d. **Theme—St. Patrick’s Day please wear green to the event! Mary Beth purchased green hats for everyone to wear at the event.**
 - e. **Signage day and decorations – Kimberly, Sheila, or Rebecca** –The decorations are still being decided upon. Plastic table cloths can be purchased for \$16.00, a package of 12. We would need at least two packages. Kimberly is going to ask Chartwell’s about tiered cupcake holders for the tables. If you have one and are willing to bring it in, let Kimberly know.
 - f. **Supplies— No report** The souper and dessert luncheon banner is in the supply area.
 - g. **Valet service**— Carole and Erin both sites will be available again. Times will be 7:45 to 8:30. Debbie said she would send her work study student to the library and Carole said Beth agreed to help at the other site. Cara O’Connor is the work study student’s name.
 - h. Plus item with lunch—**Carol**—Report and discussion

The NKU retiree email blast went out on Friday, January 22. We should consider doing this again for our Souper/Dessert Luncheon.

Carole was sent a website to look at possible items and costs associated. There is a large size mug for \$3.99 with and additional \$40.00 set up fee; no additional cost for printing on both sides. The turnaround time would be about 2-3 weeks; you would need to order a minimum of 100. It was tabled for now with the and Carole is going to “think” outside the box and see what else was available. She will send ideas to everyone after the meeting. We also discussed the amount of donation needed to get the plus item. Depending

upon the final cost of the item, it may mean a donation of \$10.00 plus the cost of lunch. To be discussed at the next meeting.

II. Chili Cook Off March 16, 2016 Tasks:

- a. Ballroom reservation—Mary Beth **Finished**
- b. Work orders--Katy **Finished**
- c. Meeting room for monthly committee meetings—Carole **Finished**
- d. Chartwell and Pepsi donations—Jeanne **Finished**
- e. Cash box—Jeanne **Finished**
- f. Judges—Mary Beth will recruit nine judges for the event. She has 6 needs 9.
- g. Judging forms and judging set up —Katy and Tracy: We will have three categories, TexMex, Homestyle, and Special. One winner from each category and one overall winner—4 prizes in all.
- h. Donation list— **Mary Beth**—passed around a sign up list for donations, including buns for the hot dogs. **No desserts** are needed we will be getting 250 cupcakes from NKEFCU
- i. Recipe Booklets— **Debbie and Jim**—We will give the recipe booklet away to anyone making an additional \$5.00 donation for the lunch until we run out. If someone donates 10 hours they will also get a recipe booklet. We only have about 26 to give away. No new booklets will be printed until we can get more recipes. Jim will set up a table during the employee appreciation breakfast to solicit hours. This has been approved by Emily Sumner.
- j. Supplies inventory and shopping— **No Report**
- k. Campus photographer—**Finished**
- l. Event emcee— Emily Tucker
- m. President Mearns is not available—other suggestions were Dave Bauer, Sue Hodges-Moore, the Provost or Kim ??
- n. Thank you letters for donations will be sent by Erin.

III. New business

Soup and Dessert Luncheon November 15, 2016

Chili cook off March 15, 2017

Does anyone have a hand held “counter” so we can have a more accurate count of how many people walk through the door? Lisa said she has one we can use. Katy will use the counter outside the door into the cook off.

Karen has secured a gas grill for a silent auction.

It was suggested that we have a fish bowl out for attendees to put their business card in to determine attendance and win a prize. We could collect NKU items for the prizes. Someone suggested that these baskets should be prizes for those who donate chili, or something else, not the attendees. Emily and Debbie will coordinate the items for the baskets.

IV. Next meeting—Wednesday March 9, 2016 1:30-2:30 in MEP 267.

Respectfully submitted Katy McBryan

**Wellness Committee
Meeting Minutes**

1. A reminder that you can still register for the annual health assessment until February 19. The assessments will be Feb. 23-26 from 8am to 10:45am. Please encourage your co-workers to participate.
2. The remaining Spring Healthy Monday Quit Clinics will be held in the SU Lobby on 2/22 and 3/28.
3. The Wellness main office has moved to GH 139. Massage Services are up and running in Nunn 415, and our new Health Coach is projected to start sessions in March.
4. The Founders Hall Breast Feeding Room is being relocated to Landrum 319 and will be ready for use soon. The Breast Feeding Room in MEP 434 is still available. Anyone needing a Breast Feeding Room more centrally can go to the Health, Counseling and Student Wellness suite in UC and use an empty room there.
5. Encourage your co-workers to participate in the Heart Mini Marathon. There are 17 NKU teams entered, and you can register for any one of them. If you sign up by Feb. 18, your registration packet and a Heart Mini t-shirt with the NKU logo on the back will be delivered to campus. Please consider participating. The Mini will be held on Sunday, March 13.

2016-17 Budget Update

**February 11, 2016
Staff Congress**



Outline

- Overview of FY 17 Budget Process
- State Funding Update
- Budget Exercise
- Planning for FY 18

Overview of FY 17 Budget Process

Objective

- Educate campus on University's current and projected financial condition and engage faculty and staff in conversations about budget development

Timeline

- Solicit feedback – *February and March*
 - Stakeholder meetings, open forums, survey results
- Budget development process – *February and March*
 - Divisions complete budget exercise
- Budget recommendations – *April*
 - Refine assumptions based on state budget
 - Make budget decisions
 - Present final recommendations to campus and Board

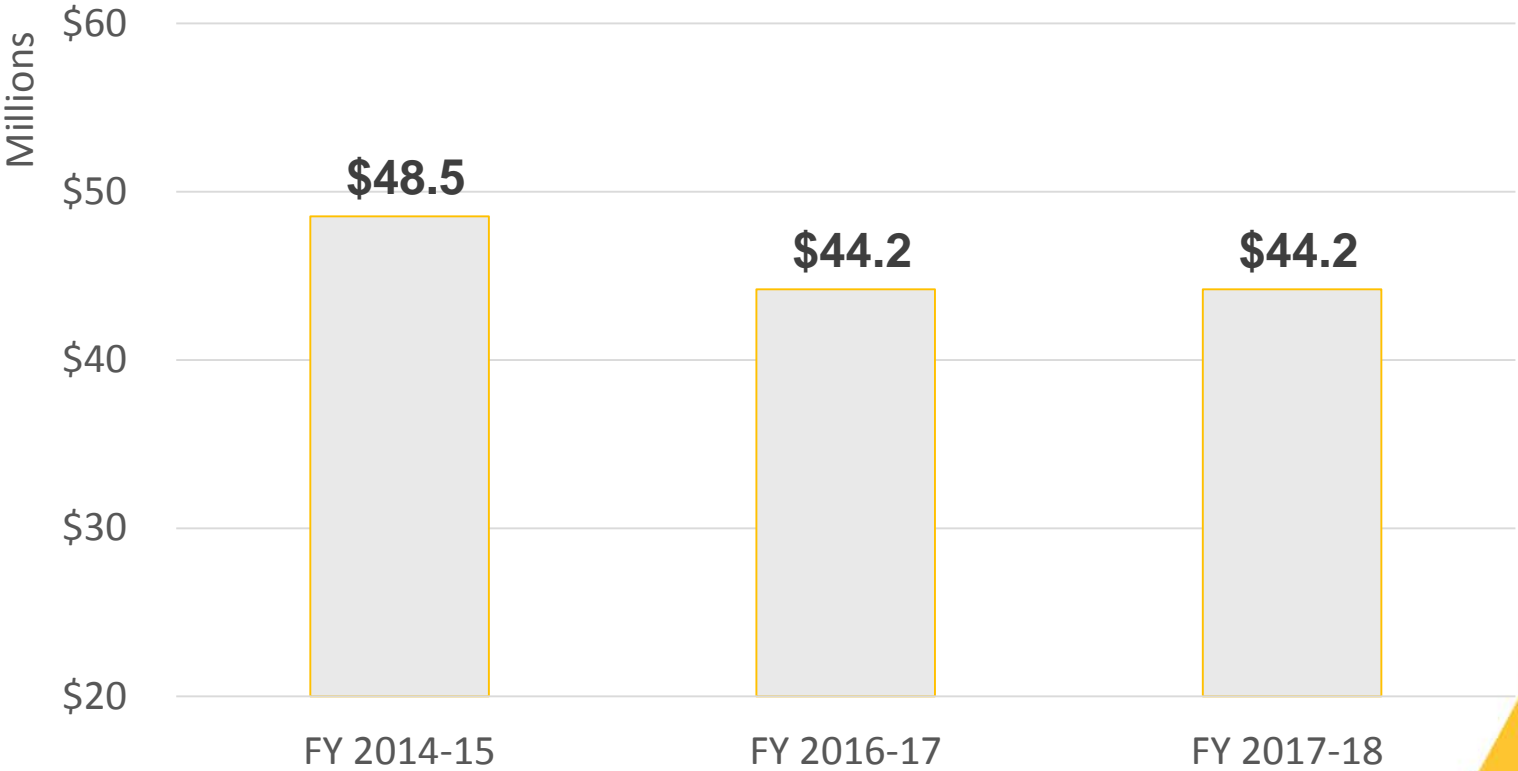
STATE FUNDING UPDATE

Governor's Proposed Budget

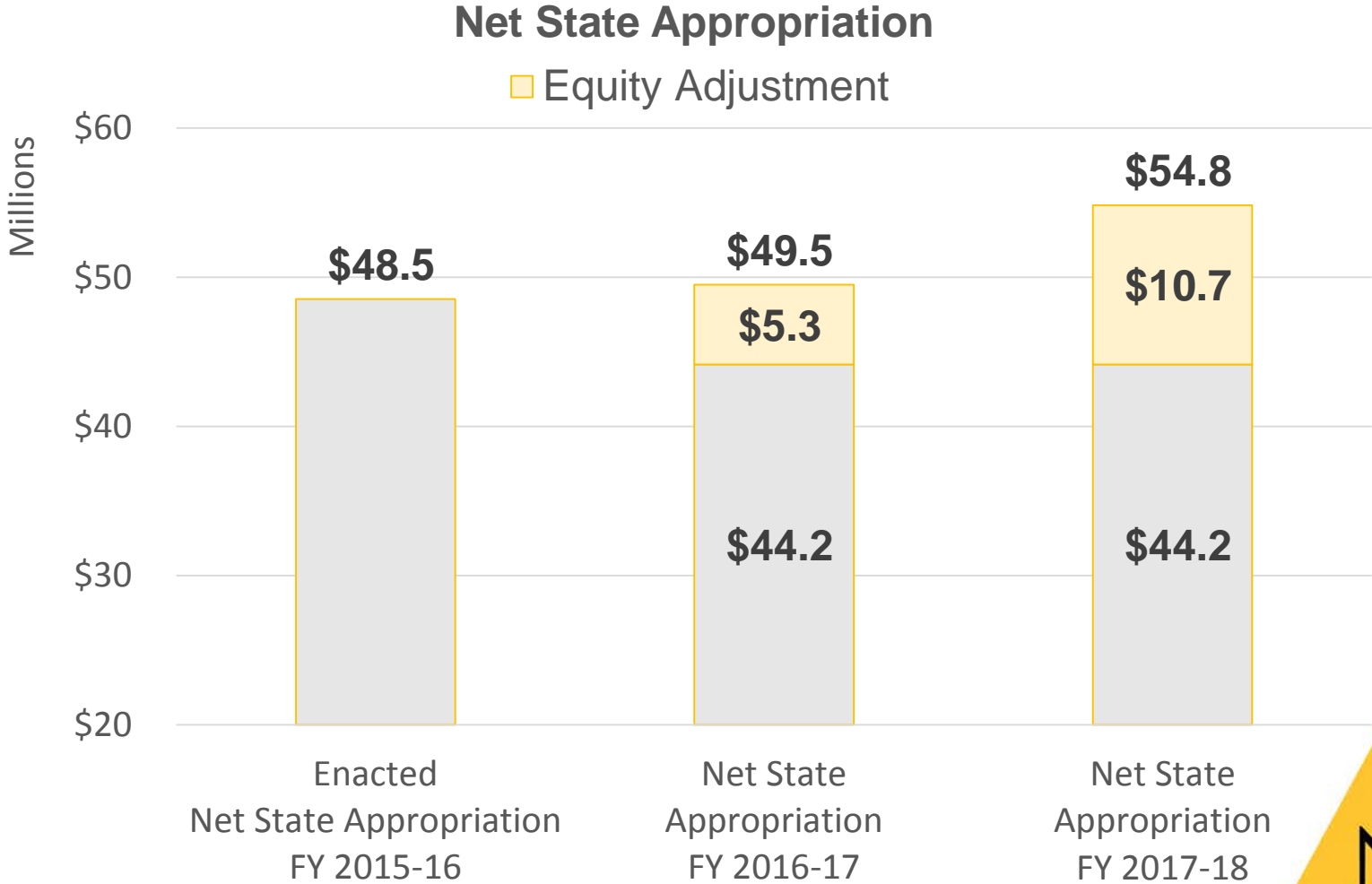
- Governor recommended cutting universities by 9% over next three years
 - 9% cut in FY 2016-17 (-\$4.3 M)
 - Total 9% cut carried forward in FY 2017-18 (flat funding)
- Governor acknowledged funding disparities by adding equity funding for NKU
 - \$5.3 M in FY 2016-17
 - Additional \$5.3 M in FY 2017-18 for total of \$10.66 M
- Governor recommended beginning transition to new funding model for FY 18

Governor's Proposed Budget

Net State Appropriation

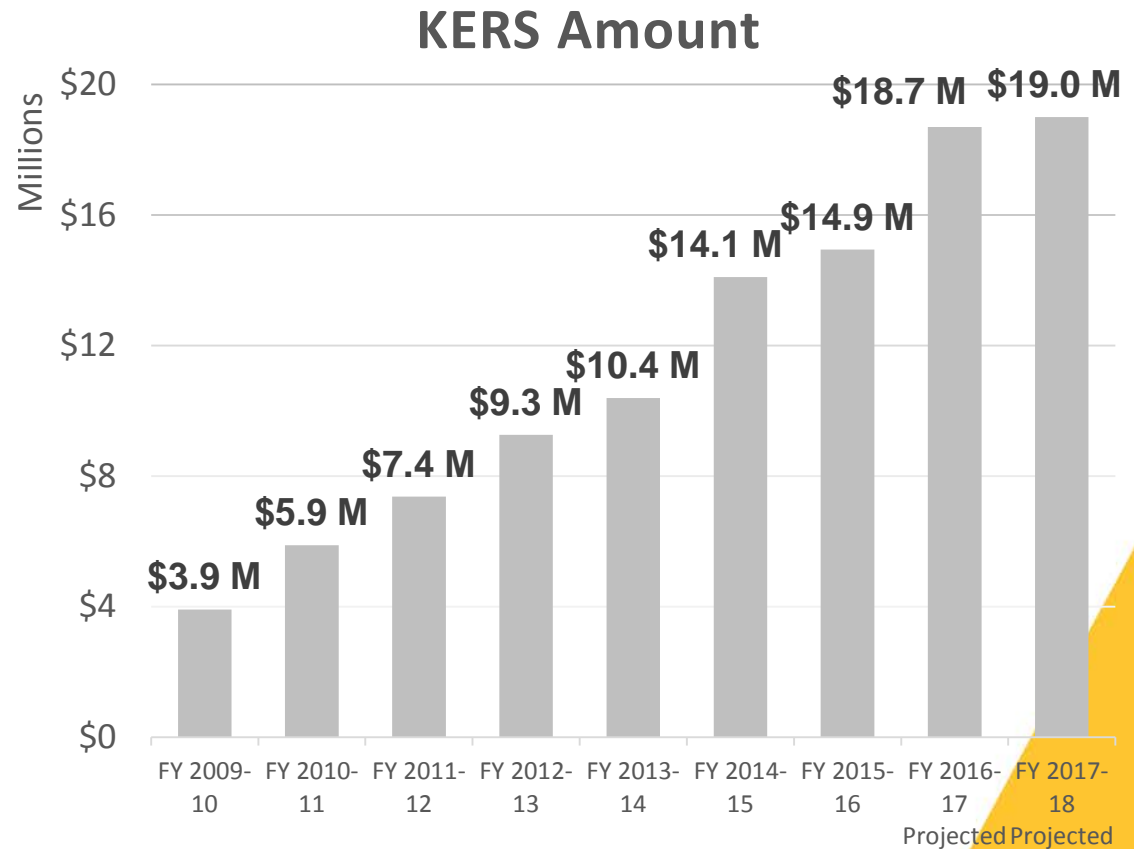


Governor's Proposed Budget after Equity



Kentucky Employee Retirement System (KERS)

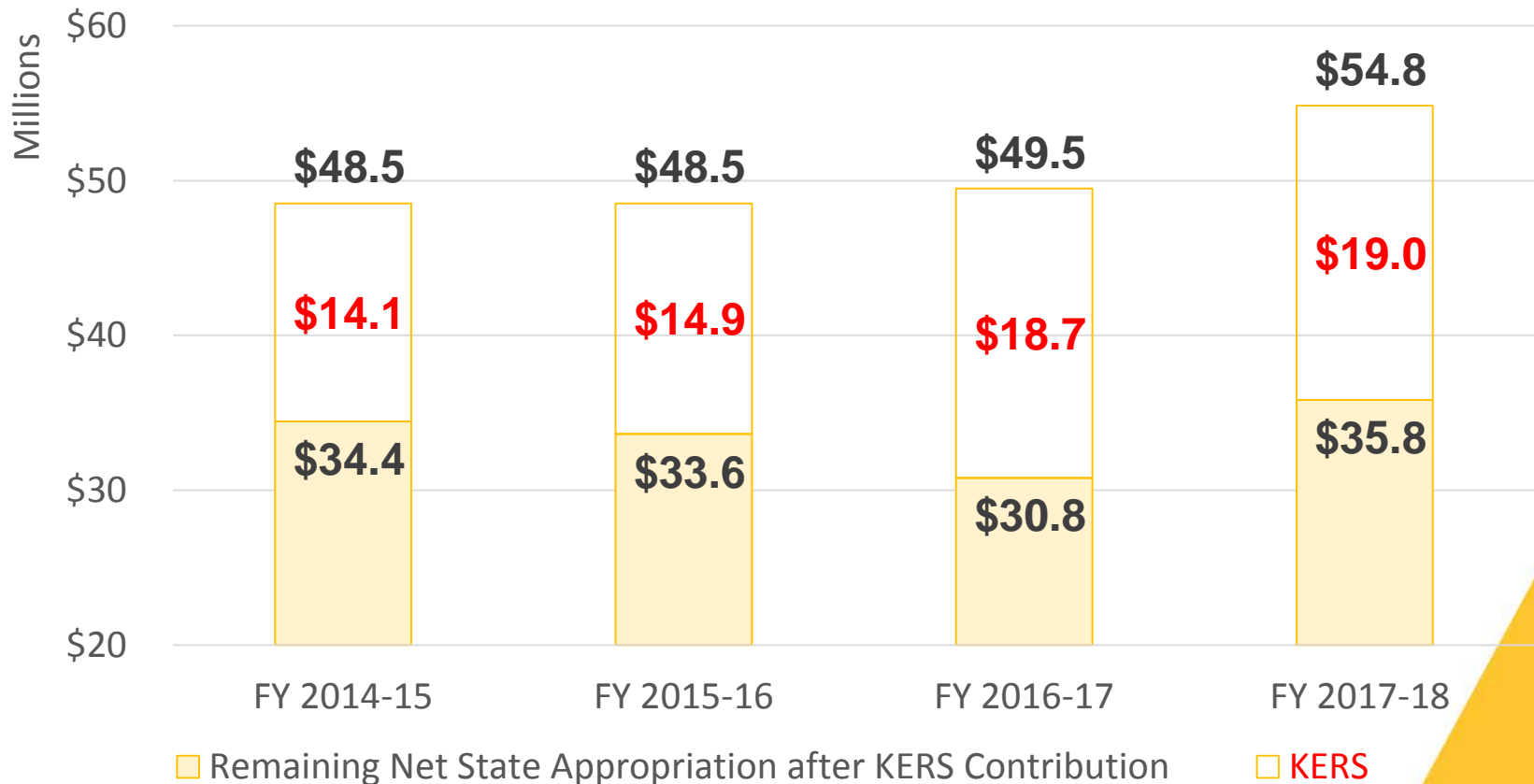
KERS Rates	
FY 10	11.61%
FY 11	16.98%
FY 12	19.82%
FY 13	23.61%
FY 14	26.79%
FY 15	38.77%
FY 16	38.77%
FY 17	48.59%
FY 18	49.47%



Note: FY 17 and FY 18 are projected from Governor's Proposed Budget



Governor's Proposed Budget Impact of KERS on State Funding



2016-17 BUDGET EXERCISE

2016-17 Budget Exercise Assumptions

- Source of Funds
 - Tuition rate increase of 4%
 - Enrollment decline of 2%
 - Scholarship increase projection
 - Appropriations – Governor’s proposed budget
- Use of Funds
 - KERS – Governor’s proposed budget (from 38.8% to 48.6%)
 - Fixed costs increase projection

2016-17 Budget Exercise

Source of Funds

Tuition	
Tuition Rate Increase (4%)	\$4.9 M
Tuition Shortfall FY 16	-\$2.6 M
Tuition Shortfall FY 17	-\$2.3 M
Net Tuition	\$0
Scholarships	
Scholarship increases FY 16	-\$0.5 M
Scholarship increases FY 17	-\$1.4 M
Net Scholarships	-\$1.9 M
Net Tuition Revenue	-\$1.9M

2016-17 Budget Exercise

Source of Funds

State Appropriation (Gov. Proposed)	
State Cut (9%) in FY 17	-\$4.3 M
Equity Funding in FY 17	5.3 M
Net State Appropriation	\$1 M

2016-17 Budget Exercise

Use of Funds

Use of Funds	
KERS Rate Increase	-\$3.9 M
Fixed Costs	-\$0.4 M
Compensation Increase (2%)	-\$2.3 M
Budget Recurring Reserve	\$1.5 M
Closing METS	\$0.3 M
Net Use of Funds	-\$4.8 M

2016-17 Budget Exercise Surplus (Deficit)

Source of Funds	
Tuition (Less scholarship increases)	-\$1.9 M
State Appropriation	\$1 M
Net Source of Funds	-\$0.9 M
Use of Funds	
Net Use of Funds	-\$4.8 M
Net Surplus (Deficit)	-\$5.7 M

2016-17 Budget Variables

Across-the-board pay increase of 1% =	\$1.2 M
Tuition rate increase of 1% (net) =	\$1 M
Enrollment increase of 1% =	\$1.15 M
Average compensation/benefits for FT Faculty =	\$95 K
Average compensation/benefits for FT Staff =	\$75 K

2017-18 NKU BUDGET PROCESS

Transition of Budget Process from FY 17 to FY 18

- FY 17
 - Utilize model to allocate funds
 - Educate and solidify budget governance committee roles and responsibilities
 - Review budget policies
 - Use space committee to prioritize maintenance and renovation projects
- FY 18
 - Utilize model to allocate funds
 - Budget governance committees will make recommendations on budget requests
 - Refine budget policies

FY 18 Budget Process Overview and Timeline



	A	B	C	D	E
	Collect Data & Develop Assumptions	Develop Cost Allocations	Develop Budget Requests	Finalize Funding Decisions	Update Throughout Fiscal Year
Purpose	Forecast and allocate University revenues; collect allocation variable data	Review administrative support budgets and allocate costs	Collect funding requests from academic and auxiliary units	Review funding requests and set University budget	Revise budget based on updated forecasts and data
Participants	Budget Office, IR Office, Governance Committees (space)	Governance Committees (central units), Admin. Support Units	Deans and Auxiliary Units	Exec. Leadership, Governance Committees (Exec. Budget)	Budget Office, Executive Leadership
Proposed Timeline	Sept. – Oct.	Nov. – Dec.	Jan. – Mar.	Apr. - May	Ongoing

QUESTIONS AND DISCUSSION
